

**ANNEX S**

**TRANSPORTATION**

**CITY OF HOUSTON**

# **APPROVAL & IMPLEMENTATION**

## **Annex S**

### **Transportation**

\_\_\_\_\_  
Metropolitan Transit Authority of Harris County

\_\_\_\_\_  
Date

\_\_\_\_\_, Emergency Management Coordinator

\_\_\_\_\_  
Date

# **RECORD OF CHANGES**

## **Annex S**

### **Transportation**

<b>Change #</b>	<b>Date of Change</b>	<b>Entered By</b>	<b>Date Entered</b>

## TABLE OF CONTENTS

Approval & Implementation .....	ii
Record of Changes .....	iii
Table of Contents .....	iv
Authority .....	1
Purpose.....	1
Explanation of Terms.....	1
Situation and Assumptions .....	1
Concept of Operations .....	2
Organization & Assignment of Responsibilities .....	3
Direction & Control .....	4
Readiness Levels.....	4
Administration and Support.....	5
Annex Development & Maintenance .....	5
References.....	6
Appendices	
1. Cargo Transportation Request .....	8
2. Passenger Transportation Request .....	9
3..... Equipment Record & Use Log.....	10

## **ANNEX S**

### **TRANSPORTATION**

#### **I. AUTHORITY**

See City of Houston Emergency Management Plan.

#### **II. PURPOSE**

This annex outlines the requirements and responsibilities for emergency transportation of people, supplies, and materials during major disasters.

#### **III. EXPLANATION OF TERMS**

DDC	District Disaster Committee
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
METRO	Metropolitan Transit Authority of Harris County
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures

#### **IV. SITUATION AND ASSUMPTIONS**

##### **A. Situation**

1. Local transportation resources may be stressed during certain major emergencies when it becomes necessary to implement an evacuation because of a natural or manmade disaster.
2. For major natural disasters, normal transportation systems may be disrupted leaving many people, especially the elderly, infirm and handicapped without transportation.
3. In many major disasters (i.e., hurricanes), it may be necessary to rapidly evacuate hospital patients, nursing home residents, the elderly and handicapped, and others from the hazard area.

##### **B. Assumptions**

1. The primary transportation mode for most evacuating persons will be private vehicles; however, transportation must be provided for some persons. Residents who do not have private transportation available should be urged by public officials through the media to seek transportation with relatives or friends.
2. When the need arises, both public and privately-owned local transportation resources will be made available for the duration of the emergency.
3. Additional transportation resources will be available, if needed, through requests to state/federal officials.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

1. The process of furnishing emergency transportation services during a major emergency involves two series of action:

First - essential immediate transportation needs are identified and actions taken to provide for persons in the hazard area.

Second - future continuing transportation needs and capabilities are estimated and actions taken to obtain needed resources. This type of transportation support would more likely involve movement of supplies and equipment more than people.

2. In most local disasters, transportation requirements can be satisfied by using private vehicles, METRO buses, local school district buses and buses from commercial carriers in the private sector. If needs cannot be met locally, then additional transportation assets will be requested through state officials.
3. The City's request for transportation support will be made directly to the Emergency Operations Center (EOC). METRO personnel located at Houston TranStar will coordinate transportation vehicles needed to transport people to a safe location. If equipment and supplies require transportation, City-owned vehicles can be used. If local transportation capability has been exhausted, outside assistance will be requested from the State through the local District Disaster Committee-2A.

The transportation industry will be responsible for continuity of management, protection of personnel and facilities, conservation of supplies, restoration of damaged lines and terminals, rerouting, expansion or improvement of operations, and securing of necessary manpower, materials and services.

### **B. Phases of Management**

#### **1. Mitigation**

- a. Develop transportation resource list
- b. Identify possible transportation needs that could result from various disasters
- c. Maintain a current listing of transportation resources
- d. Identify various areas and zones that are prone to various hazards such as flooding, high tides, etc that will need immediate evacuation

#### **2. Preparedness**

- a. Review plans for transporting persons lacking personal transportation

- b. METRO to coordinate with local school districts and private commercial carriers regarding the use of their assets for emergencies.
    - c. Coordinate with local law enforcement agencies on evacuation routes and assembly areas for picking up persons needing public transportation
  - 3. Response
    - a. Procure transportation as needed
    - b. Respond to and coordinate all transportation requests
    - c. Maintain records on use of private vehicles. (See Appendices 1 and 2)
    - d. Provide transportation for handicapped persons as needed
  - 4. Recovery
    - a. Transport supplies and personnel as needed
    - b. Revise plans as required

## **VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

### **A. Organization**

A person from METRO's staff at Houston TranStar will coordinate the activities of the public transportation function through the EOC. The Emergency Management Coordinator (EMC) or designee will ensure the coordination of functions relating to materials, equipment, and supplies. Appropriate agencies will ensure a representative is designated to report to the EOC when requested.

### **B. Task Assignments**

- 1. Transportation Coordinator (METRO)
  - a. Ensure transportation resources are identified to transport citizens to a place of safety during an emergency or disaster.
  - b. Ensure agreements exist for utilization of other public and private transportation assets.
  - c. Deploy transportation assets as instructed by the EMC or designee.
- 2. EOC Staff
  - a. Ensure the public is informed of transportation routing and assembly areas.
  - b. Coordinate with all other emergency services (i.e., health and medical, public works, law enforcement, fire and rescue, etc.) to augment transportation for medicine, equipment, construction materials, workers, etc.

- c. Coordinate transportation assets furnished by state/federal agencies.
- 3. American Red Cross
 

Ensure the coordination of transportation and delivery of consumables to designated mass feeding facilities.
- 4. Law Enforcement
  - a. Security and continued flow of traffic on Houston area freeway network
  - b. Traffic control at major transportation points, evacuation routes, and public shelters
- 5. Public Works
 

Debris removal from roadways
- 6. Appropriate City departments
 

Maintain list of transportation assets available for use during an emergency or disaster as needed

## **VII. DIRECTION & CONTROL**

### **A. Direction and Control**

The EMC or designee will provide direction to the METRO staff person at Houston TranStar who will be responsible for coordinating transportation resources, both locally-owned and those provided through outside assistance, used to transport citizens to safety during an emergency or disaster. The EMC will provide direction and control, as required, for the utilization of the City's transportation resources used to transport equipment and supplies during an emergency or disaster.

### **B. Line of Succession**

Each City department and outside agencies will determine lines of succession. Appropriate action will be taken before and during any emergency to safeguard all records.

## **VIII. READINESS LEVELS**

### **A. Condition 4**

- 1. Review and update Transportation annex and Standard Operating Procedures (SOPs)/Standard Operating Guidelines (SOGs)
- 2. Instruct all personnel on emergency procedures
- 3. Test equipment and systems for serviceability
- 4. Correct discrepancies
- 5. Coordinate with METRO



- B. Condition 3
  - 1. Review alert list with all personnel
  - 2. Check readiness of all equipment and facilities
  - 3. Alert key personnel
  - 4. METRO to verify availability of their transportation assets as well as those that METRO has under contract. Appropriate City departments will also verify their transportation assets.
- C. Condition 2
  - 1. Alert personnel of possible emergency duty
  - 2. Review mutual agreements with other transportation agencies
  - 3. Instruct off-duty personnel to standby
- D. Condition 1
  - 1. Mobilize emergency work crews
  - 2. Be prepared to handle transportation requests
  - 3. Maintain 24-hour operation
  - 4. METRO Police representation in ECC

## **IX. ADMINISTRATION AND SUPPORT**

### **A. Communications**

The METRO staff person will use all available EOC communications networks to coordinate transportation requests.

### **B. Reports and Records**

Records will be maintained on the use of all privately-owned equipment, to include the date equipment was acquired, whether or not operating personnel were furnished with the equipment, the date equipment/personnel was returned to the owner and remarks on any damage or repair to the vehicle that occurred. All records generated during an emergency will be collected and filed in an orderly manner so a chronology of events can be reviewed for future planning and lessons learned.

### **C. Support**

Appropriate private sector agreements along with mutual aid agreements with neighboring jurisdictions will be invoked as required. Implementation of agreements will be coordinated through the EOC. Requests for state or federal assistance will be made to the DDC. All requests will be made by the Mayor or by applicants designated agent.

## **X. ANNEX DEVELOPMENT & MAINTENANCE**

The Houston Division of Emergency Management is responsible for the contents of this

annex and for its maintenance. SOPs/SOGs will be developed that address assigned tasks. This annex will be reviewed annually and updated as necessary.

## **XI. REFERENCES**

Annex S (Transportation) to the State of Texas Management Plan.

## **APPENDICES**

Appendix 1.....	Cargo Transportation Request
Appendix 2.....	Passenger Transportation Request
Appendix 3.....	Vehicle/Equipment Record & Use Log

## APPENDIX 1 TO ANNEX S

Cargo Transportation Request		
Date:	Time:	Priority: 1 2 3 (Low to High)
Requested by:		Organization:
Request transport of (describe the cargo):		
<input type="checkbox"/> Loose <input type="checkbox"/> Boxed # _____ <input type="checkbox"/> Pallets # _____    Total weight: _____ lbs.		
<b>Receive from:</b>		
Date/Time _____		
Place/Address: _____		
_____		
_____		
People available to load the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No    If no, how many people are needed? _____		
Equipment available to load the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No    Type: _____		
<b>Contact at pick-up</b>		
Name: _____		Phone #: _____
<b>Deliver to:</b>		
Date/Time: _____		
Place/Address: _____		
_____		
_____		
People available to unload truck? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Equipment available to unload the truck? <input type="checkbox"/> Yes <input type="checkbox"/> No    Type: _____		
<b>Contact at delivery</b>		
Name: _____		Phone #: _____
<b>Resources committed:</b>		

## APPENDIX 2 TO ANNEX S

Passenger Transportation Request		
Date:	Time:	Priority: 1 2 3 (Low to High)
Requested by:		Organization:
Number of people needing transportation: # of Adults _____ # of Children _____		
Ambulatory: <input type="checkbox"/> Yes <input type="checkbox"/> No If No, list any special vehicles or equipment needed: _____ _____ _____ _____ _____		
Pick up from: Date/Time: _____ Place/Address: _____ _____ _____		
People available to assist non-ambulatory passengers? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, how many people are needed to assist? _____		
Contact at pick-up: Name: _____ Phone #: _____		
Drop off: Date/Time: _____ Place/Address: _____ _____ _____		
Contact at drop off: Name: _____ Phone #: _____		
Resources committed: _____ _____ _____		

**APPENDIX 3 TO ANNEX S**

VEHICLE/EQUIPMENT RECORD & USE LOG	
Vehicle/Equipment Type: _____	
Identification or License #: _____ Odometer/hour meter reading: _____	
Date Received: _____ Time Received: _____	
<input type="checkbox"/> City/County Asset	<input type="checkbox"/> School District Asset
<input type="checkbox"/> Leased/Rented	<input type="checkbox"/> Borrowed/Loaned
<input type="checkbox"/> Other: _____	
Owner: _____	
Address: _____ _____	
Operational Status: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
Operator Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Maintenance performed (if any): _____ _____ _____ _____ _____ _____ _____	
Vehicle/Equipment Returned:	
Date: _____ Time: _____ Odometer/hour meter reading: _____	
Remarks: _____ _____ _____ _____ _____	

## USE LOG

[illegible]